



DEVELOPMENT SERVICES

BUILDING | HISTORIC PRESERVATION | PLANNING & ZONING

100 NW 1ST AVENUE, DELRAY BEACH, FLORIDA 33444 | (561) 243-7040 | (561) 243-7221 (fax) | www.delraybeachfl.gov

HISTORIC DESIGNATION CHECKLIST

- A pre-application conference with a member of the Historic Preservation Division is required.
- Applications for may be submitted to the Development Services Department from 8:00 a.m. and 5:00 p.m., Monday thru Friday.
- In order to be accepted for processing, the following items are required for submittal:
 - A completed Historic Designation Application, including:
 - Signed and notarized Owner's Consent Form;
 - Signed and notarized Owner's Designation of Agency;
 - Signed and Notarized "Affidavit: For Applications That Require Notices" along with public notice mailing documents;
 - Legal Description attached in Microsoft Word format; and,
 - Signed "Application Acknowledgements" form.
 - Warranty Deed;
 - Signed and Notarized Disclosure of owners Interests Supplemental Form¹;
 - Certificate of title¹;
 - Photographs of subject area/property;
 - One Copy of all existing Florida Master Site File forms for each property to be considered;
 - One Copy of proposed Florida Master Site File forms for each property to be considered;
 - One Copy of a Historic Designation Report - submitted on 8 ½" x 11" paper. **Refer to "Historic Designation Report Requirements" below for required report information and guidance:**
 - A digital copy of the complete report in PDF format, prepared at a size of 8½" x 11"; and,
 - All applicable attachments to the Historic Designation Report as separate documents and individual files in digital format.
 - For Criteria and Procedures for Designation of Historic Sites or Districts, Refer to LDR Section [4.5.1\(B\) & \(C\)](#);**
 - Public Notice Documents including:
 - Tax Map illustrating property within 500' radius;
 - List of property owners within 500' radius taken from official County tax roll;
 - Standard #10 white (non-self seal), pre-addressed, & return addressed envelopes (City of Delray Beach address in the return) with required postage for mailed notices. International mailings must be postmarked at the higher rate;
 - Digital scanned copy of public notice documents; and,
 - Notice Requirements Affidavit Supplemental Form.
 - Advertising fees including newspaper publications. If the required advertising fees are not paid at least four days (4) prior to the hearing, the presiding body, shall postpone action on the application until such fees are paid. In the event such postponement results in additional mailing or publication costs, the applicant shall be responsible for the additional fees;
 - Processing fee of \$250.00 (make checks payable to the City of Delray Beach); and,
 - Additional information as required for review.

Notes:

1. **Title Certificate and Disclosure of Interest are not required for single-family residential property owned by individuals.**

HISTORIC DESIGNATION REPORT REQUIREMENTS

Cover Page

Should include the following information:

- Name of Site/District to be nominated
- Address and/or general location
- Photo(s)

Table of Contents

The Table of Contents should include the title of all applicable components as follows:

- General Information
- Location Map
- Property or Site Inventory
- Architectural Significance
- Historical and Cultural Significance
- Statement of Significance
- Bibliography and Sources
- Appendix A: Photographs
- Appendix B: Florida Master Site File Forms

Please include the report's author and contact information.

Body

- General Information: Provide the location of the site/district, and general history to the location (particularly if the structure was relocated to the site), address, legal description, current zoning, land use, and proposed classification for designation (i.e. architectural, cultural, etc.).
- Location Map: Illustrating property boundary or district boundaries; may be provided by City upon request prior to application submittal.
- Property or Site Inventory: List all buildings, regardless of significance or date of construction, located on the site or within the proposed district, including accessory buildings, and provide date(s) of construction and architectural style(s).
- Architectural Significance:
 - Individual Designation: Describe architectural style and its significance of each building on the site; indicate any additions and/or alterations. Documentation of date(s) of construction, architect, builder, etc. should be included. A general description of the current physical description, including character and scale, and the original and current use(s) should also be included.
 - Historic District Designation: General description of architectural style(s), dates of construction for each style, architects and builders relevant to the period of significance, photos of examples exemplary to style(s), overall physical condition of buildings, including character and scale, and all original and current uses.
- Historical and Cultural Significance: Describe the social significance of the individual site, sites within the district, or area, as applicable to historical significance. Include the level historical importance (Local, Regional, National, etc.), and any documentation or information obtained from newspaper clippings, old photographs, personal diaries, invoices from construction, etc. *See page 6 for the criteria utilized used to determine a site or district's historical and cultural significance. Please elaborate on all applicable criteria with additional emphasis placed on the most relevant criteria.*
- Statement of Significance: Provide a reason for the nomination and the desired effect the designation will have on the property and/or neighborhood. Include a brief description of the overall significance, and a specified "Period of Significance."
- Bibliography and Sources:** Cite all sources utilized, including information and/or acknowledgment to direct quotes. Include copies of old photographs and any printed material of significance
- Appendix A:** Photographs: Must include photography credits.
- Appendix B:** Florida Master Site File Forms: One form to be filled out for each building included in the designation, which was originally constructed at least 35 years ago. A blank form is attached for your use. Additional information and requirements may be found at <http://www.flheritage.com/preservation/sitefile/>. City Staff may assist with required maps upon request.

Additional sections may be included which are relevant to the significance of the site or district.

HISTORIC DESIGNATION REPORT REQUIREMENT CHECKLIST – CONTINUED

Historic Name

Designated sites may be named for persons, events, characteristics, functions, or historic associations. The National Register of Historic Places (NRHP) recommends using "the name that best reflects the property's historic importance or was commonly used for the property during the period of significance. The historic name is preferred for general reference because it continues to be meaningful regardless of changes in ownership or use and most often relates to the reasons the property is historically significant." Additional historic names may be included within the report. The NRHP also suggests that "if a property is significant for more than one person, choose the most prominent. A property may be named for both the husband and wife who owned it. If there is not enough space for both names, choose the most prominent person's name or eliminate the first names altogether."

Designated historic districts should reflect the area as a whole rather than specific resources within it. The name of the original plat, landowner, or neighborhood are most commonly utilized.

DEFINITIONS

CONTRIBUTING STRUCTURE (Also referred to as a Historic Structure)

A structure which adds to the historical architectural qualities, historic associations, or archaeological values for which a district is significant because it was present during the period of significance of the district, possesses historic integrity reflecting its character at that time, is capable of yielding important information about the period, or independently meets the National Register of Historic Places criteria for evaluation.

HISTORIC DISTRICT

A geographically defined area which has been designated as a historic district under the procedures described in this code. Any historic district may have within its area non-historic buildings or other structures that contribute to the overall visual character of the district.

HISTORIC SITE (Also referred to as Individually Designated Site/Property)

Any site, building, structure, feature, or improvement which has been designated as a historic site and which may be located outside of a designated historic district.

HISTORIC SITE SURVEY

A comprehensive survey designed to identify, research, and document building sites, and structures of any historic, cultural, architectural, or landmark importance in the city, which may be compiled in cooperation with state and local public and non-profit historic preservation organizations.

LOCAL REGISTER OF HISTORIC PLACES

A listing and a means by which to identify, classify, and recognize various archaeological sites, buildings, structures, improvements, districts, and appurtenances as historically and/or architecturally significant.

NATIONAL REGISTER OF HISTORIC PLACES

A federal listing maintained by the United States Department of the Interior of buildings, structures, and districts that have attained a quality of significance as determined by the Historic Preservation Act of 1966, as amended.

NON-CONTRIBUTING STRUCTURE (Also referred to as a Non-historic Structure)

A structure which does not add to the historic architectural qualities, historic associations, or archaeological values for which a district is significant because it was not present during the period of significance of the district, due to alterations, disturbances, additions, or other changes, it no longer possesses historic integrity reflecting its character at that time or is incapable of yielding important information about the period, or it does not independently meet the National Register of Historic Places criteria for evaluation.